

**Enrolled Memorandum of the Meeting  
Study Session/Meeting Convened Electronically  
Twenty-Ninth Town Council of Highland  
Monday, August 17, 2020**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met *electronically* in a study session on **Monday, August 17, 2020** at 6:35 O'clock P.M., in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.\*

*\*Special note:* This meeting was convened allowing members of the Town Council to participate electronically without being physically present, to be counted in the quorum and able to simultaneously listen and respond to matters taken up in the meeting, all pursuant to Governor Holcomb's Executive Orders 20-04 and 20-09 extended by Executive Order No. 20-38 allowing meetings to be convened pursuant to IC 5-14-1.5-3.6 for the duration of the Corona Virus COVID 19 emergency.

The meeting was streamed live on the Town of Highland, Indiana Facebook page and participation was supported by the Zoom on-line communication platform.

**Silent Roll Call:** Councilors Bernie Zemen (participating electronically), Mark Herak (participating electronically but on the premises), Mark J. Schocke (participating electronically) Thomas Black (participating electronically) and Roger Sheeman (participating electronically) were present as indicated. The Clerk-Treasurer, Michael W. Griffin was present (participating electronically but on the premises) to memorialize the proceedings. A quorum was attained.

**Officials Present:** (all participating electronically), John P. Reed, Town Attorney; Kathy DeGuilio-Fox, Redevelopment Director; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and Peter T. Hojnicky, Police Chief, were present.

**Additional Officials Present:** John Breslin, Liz Breslin and Jacki Herrera of the Community Events Commission; and Ed Dabrowski, IT Consultant (Contract) and Board of Waterworks Directors; were present.

**Guests:** Theresa Badovich and Robin Carlascio of the Idea Factory were also present.

**General Substance of Matters Discussed.**

- 1. Discuss the issue of agreement with the School Town for support of the School Resource Officer.** (*I am reliably advised that the School Town wants to have the agreement as usual.*) (See attachment)

The Town Council and the Clerk-Treasurer reviewed the usual language of the interlocal cooperation agreement that sets forth the reimbursement payments from the School Town of Highland to the Town of Highland for the services of a School Resource Officer.

It was noted that owing to public health concerns associated with the on-going COVID 19 pandemic, Highland schools resorted to distance or e-learning. However, the School Town had represented it was still interested in the program and funding it in the usual manner. The Town Council reviewed the method of constructing the value of the School Resource Officer, based upon the salary and benefits costs of the likely SRO.

Exhibit constructing School Payment for SRO

<b>Salary</b>	<b>2020</b>	<b>2021</b>
Base Salary 1st Class Patrol Officer	\$65,846.79 •	\$63,408.02
Assigned officer's longevity	\$1,601.60	\$1,705.60 #
One Time Pay Premium		
	<b>67,448.39</b>	<b>65,113.62</b>
<b>Subtotal:</b>		
• 27 pay days in 2020		
<b>Benefits</b>		
Medical Insurance (Family coverage)	\$27,738.60	\$30,512.46 **
Employer Contribution to Health Savings Account	\$2,892.00	\$2,892.00
Dental Insurance	\$1,357.08	\$1,492.80 **
Life Insurance (.186 per \$1000 of gross payroll, up to \$50k)	\$111.60	\$122.76 **
Dependent life insurance coverage (\$1.50/mo)	\$18.00	\$18.00
Medicare	\$978.00	\$944.15
Employer Contribution to PERF	\$13,609.59 •	\$13,076.98
Workers Compensation Insurance (2.00/\$100 salary)	\$1,348.97	\$1,302.27
Law Enforcement Liability Insurance (no discrete premium)		
	<b>\$48,053.84</b>	<b>\$50,361.42</b>
<b>Subtotal Benefits:</b>		
	<b>\$115,502.23</b>	<b>\$115,475.04</b>
<b>Grand Total:</b>		

Instruction Days: 180  
School Year Days: 260

\*\* Assumes a 10% increase

	<b>2020</b>	<b>2021</b>
	<i>Daily rate based upon 260 days</i>	
	<b>\$ 444.24</b>	<b>\$ 444.13</b>
	First Semester	Second Semester

School Compensation for 2020-2021 School Year:

<b>FIRST SEMESTER: 2020</b> Days Instruction in School = 87 based upon school calendar		
<i>Daily rate: =(Total Salary for Year/260)</i>	\$ 444.24	Semester 1: \$ 38,648.82
<b>SECOND SEMESTER: 2021</b> Days Students are in School = 93		
<i>Daily rate: =(Total Salary for Year/260)</i>	\$ 444.13	Semester 2: \$ 41,304.53

*** PERF PUBLIC SAFETY Employer is 17.5%	<b>School Total:</b>	<b>\$ 79,953.36</b>
on the 1st Class Patrol Officer plus 20 years longevity		
1st Installment Due by December 31, 2020:		<b>\$ 39,976.68</b>
2nd Installment Due by June 30, 2021:		<b>\$ 39,976.68</b>

2. **Continuation of Colloquy and Discussion Regarding Instruction regarding the planned Special Event Scheduled September 26, 2020.** Chapter 11.15 in the Highland Municipal Code establishes the Community Events Commission. HMC Section 11.15.030 sets forth the purposes of the commission. It has been determined desirable to receive advice regarding the status of the special event. This matter was discussed at the plenary business meeting of the Town Council of Monday August 10. There was no final determination.

The conversation regarding the whether to continue work on a planned September 26, 2020 fall event, was led by John Breslin of the Community Events Commission. Mr. Breslin joined by Liz Breslin offered a survey of what had been planned, which included carnival rides, musical performances, crafts a beer garden and fireworks.

It was noted that Beer Geeks, a micro beer brewer on 45<sup>th</sup> Avenue in Highland had been given the revised agreement for services. The discussion explored the steps

that would be taken to protect persons attending, including the ability to enforce social distancing and sanitizing after encounters. There was an extended discussion about the safety of employees who would be scheduled to support the event. The Police Chief noted that the VIPS force strength for the event was limited owing to concerns among the volunteers about the pandemic and the ability to separate persons and manage the crowd size.

The Council also discussed the possibility of eliminating rides and limiting the event to music, crafts and the beer tent. While no vote was taken, the apparent consensus seemed to be that the Town Council preferred to cancel the event.

The effort and industry of the members of the Community Events Commissioners was affirmed and lauded.

The disposition of the Santa Parade and the Trunk or Treat were briefly discussed. It was noted that in order to curtail or cancel these events, the Community Events Commission would need to be informed by its meeting on September 10, 2020.

3. **Discuss Final guidance on Hawk Traffic Control Device.** Note: NIPRC in managing the federal aid projects in the Transportation Improvement Plan (TIP), has some other entries seeking resources. *NIRPC wishes to know the status of this project so as to either protect the funding or release it. It is in the 22-23 Funding period for the TIP. These are encouraged as a matter of enhanced pedestrian and bicycling safety. There is NIPRC data that evidences that the site in Highland warrants such a device.*

The Clerk-Treasurer reported that he had been contacted by Northwestern Indiana Regional Plan Commission (NIRPC) regarding whether the approved funded project for the HAWK traffic control device for the Highland Parks and Recreation Department’s bike and pedestrian trail should be maintained or released for another community’s use.

**HAWK PROJECT**

**Signal on Erie Lackawanna Trail (NIRPC2600421)**

Doc Number:	NIRPC2600421	Amendment:	20-00 STP	Exempt Category:	Non-Exempt	Est. Total Project Cost:	\$350,000
Lead Agency:	Highland	Contact (BRC):	Bach, John :199725069			County:	Lake
Project Type:	Bicycle Enhancement	Letting Date:	01/16/2019	Functional Classification:	Major Collector	Bike/Ped Component(s):	Yes 100%
Title:	Signal on Erie Lackawanna Trail						
Limits:	at the EL trail intersection with Kennedy Ave						
Description:	at the EL trail intersection with Kennedy Ave						

Phase	Fund Source	Prior SFY	SFY2020	SFY2021	SFY2022	SFY2023	SFY2024	Future SFY	Total
CH	Local Fund	-	-	-	-	\$70,000	-	-	\$70,000
CH	TAP Chicago U2A	-	-	-	-	\$280,000	-	-	\$280,000
	<b>Total Construction</b>	-	-	-	-	\$350,000	-	-	\$350,000
	<b>Total Programmed</b>	-	-	-	-	\$350,000	-	-	\$350,000

The project is scheduled to be installed between July 2022 to June of 2023.

HAWK signals are becoming more commonplace, and one just became operational in Munster on Main Street where the Pennsy Greenway crosses from Schererville. On that note, if I recall correctly one of the issues with the HAWK signal placement on Kennedy was the proximity to the traffic light. To this end I have screenshot your example, and the Munster site where their HAWK is sandwiched between two signals as shown below.

The Clerk-Treasurer noted that the project is funded based upon a total project cost of \$350,000 for which the local share is \$70,000. It was noted that the project was also about pedestrian and bicycling safety from the high traffic volumes at the crossing.

The Chief of Police suggested that the experiences of the 45<sup>th</sup> Avenue HAWK installation that informed concerns about this HAWK Traffic control were somewhat mollified by changes to the height of the 45<sup>th</sup> asset being lowered to closer to the height of most regular traffic lights.

The discussion included a suggestion that the town release the funding, and wait under the Town could instead install a full traffic light. The discussion included revisiting what **Ms. Robyn Pappenheim, P.E.** of DVG Team Inc., the Traffic Safety Commission consulting traffic engineer had said at a presentation to the Town Council at its study session of May 4, 2020. Some believed that she supported the installation of the HAWK and some suggested that she recommended otherwise.

The discussion noted that regardless of the choice of system, it would be desirable to prohibit left turns from west bound Jewett Street. The Police Chief suggested that installation of a median or a "pork chop."

The Police Chief stated that he would contact Ms. Pappenheim to prepare a follow-up for the Town Council.

4. **Discuss eGov website proposal.** *Councilor Sheeman seeks discussion of the purchase of this software licensing and migration to the platform. At the study session of Monday, March 02, 2020, Trent Ward made a presentation regarding this platform. It was noted that it was \$20k plus \$5k thereafter annually.*

The Town Council discussed whether to modify the website by engaging eGov product. Councilor Sheeman offered his position regarding why it would be desirable to change to this software.

He suggested that it would be allow all department heads to update their department pages on their own. Councilor Sheeman stated that a cost reduction would be achieved by eliminating the printing and USPS distribution of the current monthly newsletter. He further suggested that the newsletter could be then downloaded from the website, or the email addresses of the residents could be obtained and the newsletter could be mailed to all.

It was suggested that a presentation be also received from the current content provider, Idea Factory. It was also suggested perhaps to seek other proposals.

It was noted that there seemed to be several matters being conflated regarding the website software architecture by eGov. There is the marketing or general content and the underlying electronic programming that supports the ease of navigation and general user ease with the webpage.

All agreed that it was desirable to retrofit and refurbish the website, even while lauding the ways in which the website was marshaled by the content providers to provide special useful information during the initial shelter in place order issued at the outset of the COVID 19 pandemic.

It was noted that the Town Council could receive a website presentation from Idea Factory, the current content provider at the next Town Council study session, Monday

September 21, 2020. (The first Monday in September is Labor Day.)

- **Miscellaneous Matters.** The Town Council also discussed the following matters:
  - (A) The Town Council discussed an email inquiry made by Richard Leverette, J.D. of AT&T regarding curb cut fees. Mr. Leverette suggested that perhaps these curb or road cut fees, set forth in Section 8.15.070 of the Highland Municipal Code. Mr. Leverette communicated that AT&T does not pay them in other communities.

The discussion explored the purpose and basis of the fee and how it was not really comparable to the Franchise fees paid by telecommunicators for cable television. The discussion included considering whether to amend the ordinance to waive or lower the fees for telecoms.

**8.15.070 Road cut permit fees.**

- (A) Permit fees for the construction of open road cuts or jacking or sleeving operations shall be paid prior to the issuance of a permit.
- (B) A separate permit fee is required for each open road cut or jacking or sleeving operation.
- (C) Said fee shall be paid to the town of Highland in the office of the clerk-treasurer, or a department the clerk-treasurer may identify.
- (D) The permit will be valid for a period of 60 days. During the time of its validity, application for a refund for the full amount may be granted subject to a processing fee as fixed herein. No refund may be granted for any permit which has expired.

Fee Schedule

<b>Refund Processing Fee:</b>	<b>\$17.00</b>
<b>Road Cut Permit Fee:</b>	<b>\$148.50</b>

- (B) The Town Council discussed whether a policy should be established that would set forth who was responsible for responding to resident letters or requests communicated by USPS or by electronic mail. The discussion noted the desirability of noting that someone was assigned or designated as responsible for being sure to respond to communications.

Some councilors expressed the absence of professional part-time or support staff that could be dedicated to the Town Council to assist with this.

There being no further business necessary or desired to be discussed by the Town Council, the *electronically convened* regular study session of the Town Council of **Monday, August 17, 2020**, was adjourned by the Town Council President, at 8:35 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Clerk-Treasurer